

St. Louis Public Library.

INFORMATION FOR READERS.

CENTRAL LIBRARY

Olive, Thirteenth and Fourteenth Streets.

Telephones: Bell, Olive 3845 (for all departments);
Kinloch, Central 2295.

GROUND FLOOR.

Children's Department.	Stations Department.
Applied Science Room.	Newspaper Room.
Traveling Libraries.	Bindery.
Building Superintendent.	

MAIN FLOOR.

Reference Room.	Art Room.
Reading Room.	Delivery Hall.
Open Shelf Room.	Registration.

THIRD FLOOR.

Administration.	Assembly Room.
Pamphlet Room.	Map Room.
Catalogue and Order Department.	Training Class.

BARR BRANCH—Lafayette and Jefferson Avenues. Jefferson Ave. or Fourth St. Cars.

Telephone: Grand 393.

CABANNE BRANCH—Cabanne and Union Avenues. Hodiamont or Union Ave. Cars.

Telephone: Forest 801.

CARONDELET BRANCH—Kraus Street and Michigan Ave. Bellefontaine or Broadway Cars.

Telephone: South 460.

FREDERICK M. CRUNDEN BRANCH—Fourteenth Street and Cass Avenue. Cass Ave. or Cherokee Cars.

Telephone: Tyler 95.

DIVOLL BRANCH—Eleventh and Farrar Sts. Bellefontaine Cars.

Telephone: Tyler 96.

SOULARD BRANCH—Seventh and Soulard Streets. Broadway or Seventh St. Cars.

Telephone: Sidney 404.

MUNICIPAL REFERENCE BRANCH—Room 206, City Hall.

Telephone: Main 5080, Station 68.

DELIVERY STATIONS—See last page.

HOURS.

Central Library—All Departments, 9 a. m. to 9 p. m.;
Reading and Reference Rooms, 9 a. m. to 10 p. m.
Sunday, Reference and Reading Rooms and Open Shelf
Room (for reading only), 2 to 9 p. m.

Branch Libraries—10 a. m. to 9 p. m., except Cabanne
Branch, to 10 p. m. Sunday (for reference and read-
ing only), 2 to 6 p. m.

HOW TO USE THE LIBRARY

ISSUE OF BOOKS TO ADULTS FOR USE AT HOME.

To take out books for use at home a reader's card is necessary. Such cards are issued free to all persons who are residents of St. Louis, and to non-residents who own property there, or who have permanent employment therein.

Cards will be issued on application at the **Registration Desk** (in the Delivery Hall) or at Branch Libraries or Stations, to all who can give satisfactory evidence that the above rule applies. Other non-residents' cards are issued for a fee of \$1.00 a year.

Change of address should be immediately reported at the Registration Desk.

Two books are issued regularly on the reader's card, one of fiction and one of non-fiction, or two of non-fiction. Teachers or investigators may obtain the privilege of using more non-fiction, in which case the card will be stamped "additional books." Some of the books for home use are on open shelves (including all those at Branches), but many at the Central are on closed shelves. Books on **Open Shelves** are simply selected by the card-holder and charged at the open-shelf desk. For books on closed shelves, and for the open-shelf books also, if desired, the card-holder fills out the form provided, entitled "For home use only," with the names of the authors and titles of the books, indicating when two are wanted. He presents his call slip at the desk in the main delivery hall, and receives a numbered check, after which he waits until his number appears on the Indicator.

Most books are issued for two weeks; a few for seven days. Observe, therefore, the date on which your book is due and keep your reader's card in the book pocket. These precautions will save trouble.

To Renew a Book, it is not necessary to bring it to the Library. Report to the receiving clerk the **AUTHOR, TITLE and DATE**

DUE of the book to be renewed. This can be done also by mail or telephone. New books and "seven day" books, including all new novels, English and foreign, are not renewable.

Current numbers of the leading periodicals are issued for three days. They may also be taken as duplicates at the usual charge of five cents a week.

The **Collection of Duplicates** is intended to supply the excessive demand for popular new books, to an extent which the Library could not afford to do from its own funds. It is self-supporting, the money received being spent to keep up the collection. These books are issued for five cents a week, and are renewable. All titles are also to be found on the free shelves.

Extra volumes may be drawn from the regular collection for the same charge (five cents) provided they are not "seven day" novels or new books in general demand.

Any book "not in" when called for by a member may be **Reserved** for him at the Receiving Desk when returned. Notification will be given, if desired, by postal card, which may be purchased at the desk.

The registered holder of a card is in all cases responsible for books drawn by means of the card, **BY WHOMSOEVER PRESENTED**, and for all accrued fines.

A **Fine** of 2 cents a day will be charged for over detention; and no books will be issued until all fines incurred by the card-holder have been paid. Failure to return books is a violation of the city ordinance.

Books should be examined for mutilations, etc., at the time of borrowing, as the last borrower must be held responsible.

Books taken out at the Central Library, the branch libraries, or the delivery stations may be returned at any of these places.

Books may be sent for or returned by messenger, if desired, at the user's expense. The service may be arranged by telephone.

USE OF BOOKS IN THE LIBRARY.

No card is necessary for the use of books in the Library. The volumes in the Open Shelf Room, about 25,000, are immediately accessible and others will be sent for from the stack on application.

Books in the Collection of Duplicates are issued in this way only on payment of the same fee as for home use.

REFERENCE USE.

The reference collection is available in three rooms, the Reference and Art Rooms on the main floor and the Applied Science Room on the ground floor. These are free to all and all contain books upon open shelves, besides which books are brought in from the stack on application.

Portraits and pictures of all kinds are filed and also clippings from magazines and newspapers, and the current numbers of 200 periodicals, largely technical, art and genealogical, are on file. Many pamphlets and maps are filed in the Pamphlet Room and the Map Room on the third floor, where there are also Study Rooms for individual use. All these rooms are accessible to the public on application. In one of the Study Rooms is filed the German patent collection.

Students may use books from the Issue Department in any of these reference rooms if they wish.

The Reference Room contains books of general reference, such as encyclopedias and hand books of all classes, late directories, indexes, and the main history and genealogy collection. The volumes available in the stack include bound periodicals, extensive files of government and state documents and the proceedings of learned societies.

The Art Room contains a collection of works for architects, designers and general students. There are wing-frames with exhibits of prints, frequently changed. The entrance is through the Reference Room.

The **Applied Science Room** contains books and periodicals on the useful arts (engineering, applied chemistry, etc.); also agricultural and geological bulletins, and over 2,000 trade catalogues. Entrance through Newspaper Room.

CHILDREN.

The Children's Room in the Central Library (13th Street entrance) is open for reading and the issue of books from 9 a. m. to 6 p. m. and the branch rooms from 9 a. m. to 8:30 p. m.

Story Hours are held weekly in all Children's Rooms as follows:

Central Library—

Friday, 4 p. m., for older children.

Saturday, 10:30 a. m., for younger children.

Barr Branch—

Wednesday, 4 p. m., for little children.

Friday, 4 p. m., for older children.

Cabanne Branch—

Wednesday, 3:30 p. m., for little children.

Thursday, 3:45 p. m., for older children.

Carondelet Branch —

Wednesday, 3:45 p. m., for little children.

Friday, 4 p. m., for older children.

Crunden Branch—

Wednesday, 4 p. m., for older children.

Friday, 4 p. m., for little children.

Divoll Branch—

Wednesday, 4 p. m., for older children.

Friday, 3:30 p. m., for younger children.

Soulard Branch—

Saturday, 3:30 p. m., for younger children.

Friday, 4 p. m., for older children.

READING ROOM.

Current and late numbers of magazines and unbound weeklies are contained in this room, which is entered directly from the main entrance hall. No membership card is necessary. The room is free to all.

Newspaper Room. This room is on the ground floor (14th Street entrance), and contains about 70 daily newspapers.

TRAVELING LIBRARIES.

Collections of books called traveling libraries, are deposited with schools, clubs, busi-

ness houses, associations, and similar bodies, for circulation among their members. For conditions see the office of Traveling Libraries in the Central Library, ground floor (13th Street entrance).

ASSEMBLY ROOMS.

The use of the assembly and club rooms at the various Branches is given free to responsible organizations. For conditions apply to the branch librarian.

CATALOGS AND LISTS.

For public use there is in the Central Library a card catalog of all the books in that library, and of the very few books in branches not in the Central collection, and at each branch a similar catalog of books in that branch. As all branch books are duplicates, the former is also a **Union Catalog** of the whole collection.

The great increase in the size of the library has made necessary a change in the system by which the books are classified, and as this progresses the catalog is being **changed** to the **Dictionary Form**. This will take several years, and during this time those who consult the catalog should bear in mind that a change is taking place.

Before the change there were two main catalogs, in one of which the cards were filed alphabetically by authors and titles, while in the other they were arranged according to subject matter.

After the change there will be one main alphabetical arrangement in which will appear authors, titles and subjects, except that the separate title-index to novels will probably be retained.

During the change the old Author catalog is being made over into the new Dictionary Catalog by filing subject-cards in it as the work progresses. To find a book by subject, therefore, it will be well to search in both the author and classified catalogs, for the card representing the subject is removed from the latter when it is added to the former. Misun-

derstandings and confusion will be cleared up by the assistant in charge of the public catalog, who will be found at the west end of the hall.

In the Cataloging Room on the third floor is a Repertory Catalog of books in certain other large libraries, chiefly the Library of Congress, the John Crerar Library, Chicago, and the Harvard University Library. This is accessible to the public.

There are also separate lists and indexes, such as for books in foreign languages, musical scores, illustrations, and applied science.

The Central Children's Room contains a card catalog (authors, titles and subjects) of the books in that room.

Special printed and mimeographed lists, prepared as suggestions to the reader, are for free distribution in that room.

A printed **Bulletin**, containing a list of books added to the Library, with annotations, is issued monthly and distributed free at the libraries or will be mailed for 25 cents a year.

MISCELLANEOUS.

If you do not see what you want, ask for it; and **DON'T GO AWAY UNSATISFIED.**

Please do not ask questions at the Delivery Desk. Go to the **INFORMATION DESK.**

Suggestions for making the Library more useful are invited, also recommendations of desirable books.

The Library will be very glad to compile reading lists for clubs, reading circles, etc., when desired.

BOARD OF DIRECTORS.

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DELIVERY STATIONS

Location	Delivery Days
1. Garrison & Easton Aves.....	Daily
2. Cottage & Spring Aves.....	Tues. & Fri.
3. Grand Ave. & Natural Bridge Rd.....	Mon. & Thur.
4. Jefferson Ave. & Hebert St.....	Tue. & Fri.
5. East Grand Ave. & 20th St.....	Mon. & Thur.
6. Boyle & Maryland.....	Wed. & Sat.
7. Lee & Fair Aves.....	Mon. & Thur.
8. 2901 Virginia Ave.....	Daily
9. Juniati St. & Spring Ave.....	Wed. & Sat.
10. 1701 Park Ave.....	Daily
11. 2758 Wyoming St.....	Mon. Wed. & Sat.
12. Dakota St. & Virginia Ave.....	Mon. & Thur.
13. 4201 Meramec St.....	Wed. & Sat.
14. 13th & Lynch Sts.....	Daily
15. Meramec St. & Virginia Ave.....	Tues. & Fri.
16. Tower Grove & Manchester Aves.....	Daily
17. 919 N. Sarah St.....	Daily
18. Hamilton & Easton Aves.....	Tues. & Fri.
19. 5537 Easton Ave.....	Tues. & Fri.
20. Marcus & Easton Aves.....	Daily
21. Walton & Delmar Aves.....	Daily
22. Easton & Compton Aves.....	Daily
23. 2001 Cherokee St.....	Daily
24. Russell & Vandeventer Aves.....	Mon. & Thur.
25. 2752 Chippewa St.....	Tues. & Fri.
26. Taylor & Maffitt Aves.....	Tues. & Fri.
27. Grand & Lindell Aves.....	Daily
28. Nineteenth & Hebert Sts.....	Wed. & Sat.
29. 8118 N. Broadway.....	Wed. & Sat.
30. 2824 Madison Ave.....	Mon., Wed. & Thur.
31. Grand & Cleveland Aves.....	Daily
32. Grand & Lierman Aves.....	Tues. & Fri.
33. Goode & Easton Aves.....	Daily
34. 2819 Meramec St.....	Tues. & Fri.
35. Morganford Rd. & Connecticut St.....	Wed. & Sat.
36. 2824 Marcus Ave.....	Tues. & Fri.
37. Hodiament & Plymouth Aves.....	Tues. & Fri.
38. 3400 Cherokee Ave.....	Tues. & Fri.
39. Vandeventer & St. Louis Aves.....	Wed. & Sat.
40. Manchester & Ecoff Aves.....	Wed. & Sat.
41. Louisiana Ave. & Chippewa St.....	Tues. & Fri.
42. Jefferson & Washington Aves.....	Tues. & Fri.
43. Easton & Taylor Aves.....	Daily
44. North Market St. & Pendleton Ave.....	Tues. & Fri.
45. Twenty-fifth St. & Bremen Ave.....	Tues. & Fri.
46. Grand & St. Louis Aves.....	Daily
47. Broadway & Keokuk St.....	Tues. & Fri.
48. 5421 Old Manchester Rd.....	Wed. & Sat.
49. Garrison & Washington Aves.....	Daily
50. 2625 N. 9th St.....	Wed. & Sat.
51. Compton & Lawton Aves.....	Mon. & Thur.
52. 5000 N. Broadway.....	Tues. & Fri.
53. Easton & Vandeventer Aves.....	Tues. & Fri.
54. Grand & Finney Aves.....	Daily
55. Page Ave. & Kingshighway.....	Daily
56. Vandeventer & Ashland Aves.....	Mon. & Thur.
57. Clayton Rd. & Tamm Ave.....	Wed. & Sat.
58. Vandeventer & Laclede Aves.....	Wed. & Sat.
59. Florissant & Harris Aves.....	Mon. & Thur.
60. Ivanhoe & Scanlan Aves.....	Wed. & Sat.
61. Taylor Ave. & Olive St.....	Daily
62. Clayton Rd. & McCausland Ave.....	Mon. & Thur.
63. Kirkwood	Tues. & Fri.
64. Book Dept., Grand-Leader.....	Hourly